CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:
Classification Specification: <u>ECONOMIC DEVELOPMENT MANAGER</u>
Salary Range: NR49 - Management Benefits Level B
Position Description: <u>Economic Development Manager</u>
Incumbent:
Location: Administration - Economic Development

GENERAL PURPOSE:

Under the direction of the Economic Development Director, the incumbent will develop, plan, organize, implement, and manage the economic development activities of the City. In this role, the incumbent will develop and implement long-range strategies to ensure the economic health and vitality of the City and provide highly responsible support to the Economic Development Director. Coordinate with other City departments to ensure long-term, quality economic growth in the City.

Work is characterized by a substantial amount of highly skilled administrative and management duties. Duties include, but are not limited to, strategic planning; contract compliance; permitting, scheduling, and financial oversight. The incumbent will work closely with City departments and act as liaison between those departments and project developers. The economic development duties are characterized by executing and managing elements of the economic development strategy, through third-party contracts; manage and provide direct assistance to individual businesses in establishing or retaining their operations in the City; and involvement in diverse activities associated with economic development in and around the City of Kent through interaction with community agencies involved in economic development, such as the Chamber of Commerce, Kent Downtown Partnership, and business recruitment and retention.

Work is performed under managerial direction. The supervisor provides the incumbent with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, organize, coordinate, and evaluate major economic development activities within the City such as Kent Station, Kent Events Center or Aquatics Center; coordinate and encourage the development of strategies that maintain and enhance the long-term economic vitality of the City.

Negotiate with developers and/or consultants for all phases of City projects; coordinate and review the work of contractors, developers, and/or consultants for major City projects; report performance issues to the Economic Development Director.

Provide technical expertise and respond to complex questions; resolve conflicts; act as a facilitator between the development community and City staff; coordinate communication with City departments, governmental and private agencies, consultants, architects, contractors, vendors and the general public.

Serve as Project Manager for Mayor's Permit Process Initiative; organize and conduct an inter-departmental review of the city's existing permit process, making recommendations and implementing improvements.

Review the reports, analyses and studies conducted by other City departments and divisions that impact the economic vitality of the City; monitor programs and policies to ensure the long-term financial health of the City.

Implement and administer various economic development incentive programs throughout the City for compliance, performance and reporting requirements.

Continue ongoing implementation of the City's Downtown Strategic Action Plan by facilitating the development and redevelopment of Downtown residential, office, commercial and public sites.

Research and prepare marketing materials which will assist in responding to inquiries about local economic development opportunities in the City, including information about utilities, taxes, zoning, transportation, community services and financing tools.

Communicate with, respond to and resolve complaints, conflicts, concerns, and questions from citizens, contractors, customers, developers, business owners, and public and private agencies concerning City services, polices, and procedures, activities, and programs; exchange information to encourage cooperation and efficiency of the development process.

Coordinate a variety of activities, including marketing, related to business development, expansion, and retention; work with the real estate, finance, development and property owner communities to facilitate economic vitality.

Coordinate project permitting with other City departments/agencies to ensure compliance. Serve as point of contact for all economic development related permits.

Schedule work for construction projects to ensure completion in accordance with established timelines and budget limitations; manage projects to assure efficiency and cost-effectiveness.

Assist in the development and administration of construction projects budgets; forecast funds necessary for equipment and materials.

Supervise assigned staff in accordance with the City's policies, procedures, and applicable laws. Responsibilities include, but are not limited to, interviewing, hiring, training, assigning, and evaluating work; appraising performance; rewarding and disciplining employees; addressing complaints and disputes; resolving problems; recommending promotion and disciplinary action; approving/scheduling sick leave and vacation time; and recommending termination as appropriate.

Present proposed programs and projects to community groups and public meetings; make presentations to the City Council as necessary; represent the City on committees and boards regarding local and regional issues as required.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Operations, organizations, policies, ordinances that affect economic development
- City of Kent's organization, operations, goals, and objectives, policies, and procedures
- Local, regional, state, and federal governmental organizations and functions
- Principles and practices of management, administration, supervision and training
- Financial feasibility, pro forma analysis, current economic trends and economic forecasting.
- Regional market trends in land development, retail, industrial and office markets
- Market analysis as it relates to the potential development of specific site
- Negotiations skills and techniques
- Development costs of office, retail, industrial and office markets
- Applicable laws, codes and regulations concerning land use and the development process (e.g. SEPA, GMA, zoning)

- Business recruitment skills and techniques
- Real estate finance
- Effective methods of organizing and utilizing data, equipment, personnel and resources

SKILLED IN:

- Oral and written communication skills
- Strategic short and long-range planning in a rapidly changing environment
- Effective public speaking as well as the preparation of supporting print, online materials and multimedia presentations
- Customer service techniques and skills
- Consensus building skills
- Marketing and promotion techniques and skills
- Budget preparation and control
- Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

- Develop and implement economic development strategies for the City
- Plan, organize, control and direct the activities, services, budget and policy formulation of the City's economic development programs
- Analyze situations accurately and recommend an effective course of action or present alternative solutions
- Prioritize and schedule work
- Communicate effectively both orally and in writing
- Initiate creative improvements, manage change and stimulate collaborative problem solving
- Work independently with little direction
- Analyze complex issues and impacts and provide clear and concise recommendations and alternative solutions
- To establish and maintain effective working relationships with City staff, elected officials, the community, businesses, consultants, and other governmental agencies
- Represent the City and attend various boards, committees and meetings
- Maintain current knowledge of new trends, forecasts and technology
- Negotiate with the development community to create win/win solutions to potential problems
- Initiate and negotiate private/public partnerships on behalf of the City
- Train, supervise and evaluate personnel
- Develop schedules, timelines, work programs and cost estimates
- Facilitate the development process
- Meet schedules and timelines

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelors degree in business administration, marketing, finance or

related field

Experience: Five (5) years of management experience in business, economic

development, downtown management, or commercial real estate, including at least two (2) years in a supervisory capacity managing

complex projects.

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform

the essential duties listed above.

LICENSES & OTHER REQUIREMENTS:

 Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment

• American Institute of Certified Planner (AICP) and Economic Development Finance Professional (EDFP) certification preferred

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical modern office machines and equipment including, but not limited to, personal computer, printer, calculator, telephone, facsimile, copier, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; talk; hear; use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk; stoop, kneel, crouch or crawl; and type on a keyboard. The employee may occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Position Description: Economic Development Manager Pa					
WORKING (CONDITIONS:				
Work is performed primarily in an office environment; however, travel and night meetings and site inspection work are required.					
SIGNATURE	ES:				
Incumbent's Signature			Supervisor Signature	Date	
Approval:					
Director's Signature Date		Date	Employee Services /Desig	nee Date	
**NOTE:	This document is to be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or if the duties of this position are changed significantly.				
Revised: 04	1/08/08				